

**Rules of
Department of Economic
Development**

**Division 30—Missouri Board for Architects,
Professional Engineers, Professional Land Surveyors,
and Landscape Architects
Chapter 13—Supervision**

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**Title 4—DEPARTMENT OF
ECONOMIC DEVELOPMENT
Division 30—Missouri Board for
Architects, Professional Engineers, and
Professional Land Surveyors, and
Landscape Architects
Chapter 13—Supervision**

**4 CSR 30-13.010 Immediate Personal
Supervision**

PURPOSE: This rule defines what shall be considered immediate personal supervision for architects and professional engineers.

(1) Plans, specifications, drawings, reports, engineering surveys or other documents will be deemed to have been prepared under the immediate personal supervision of an individual licensed with the board only when the following circumstances exist:

(A) The client requesting preparation of plans, specifications, drawings, reports, engineering surveys or other documents makes the request directly to the individual licensed with the board or an employee of the individual licensed with the board so long as the employee works in the licensed individual's place of business and not a separate location;

(B) The individual licensed with the board shall supervise each step of the preparation of the plans, specifications, drawings, reports, engineering surveys or other documents and has input into their preparation prior to their completion;

(C) The individual licensed with the board reviews the final plans, specification, drawing, reports, engineering surveys or other documents and is able to, and does make, necessary and appropriate changes to them; and

(D) In circumstances where a licensee in responsible charge of the work is unavailable to complete the work, or the work is a site adaptation of a standard design plan, or the work is a design plan signed and sealed by an out-of-jurisdiction licensee, a successor licensee may take responsible charge by performing all professional services to include developing a complete design file with work or design criteria, calculations, code research, and any necessary and appropriate changes to the work. The non-professional services, such as drafting, need not be redone by the successor licensee but must clearly and accurately reflect the successor licensee's work. The burden is on the successor licensee to show such compliance. The successor licensee shall have control of and responsibility for the work product and the signed and sealed originals of all documents.

(2) The plans, specifications, drawings, reports, engineering surveys or other documents shall be signed and sealed per the provisions of section 327.411, RSMo.

(3) The individual licensed with the board shall supervise each step of the preparation of the plans, specifications, drawings, reports, surveys or other documents and has input into their preparation prior to their completion.

(4) The individual licensed with the board reviews the final plans, specifications, drawings, reports, surveys or other documents and is able to, and does make, necessary and appropriate changes to them.

AUTHORITY: section 327.041, RSMo Supp. 2001. Original rule filed Dec. 8, 1981, effective March 11, 1982. Amended: Filed Dec. 16, 1988, effective Feb. 24, 1989. Amended: Filed Oct. 30, 2002, effective June 30, 2003.*

**Original authority: 327.041, RSMo 1969, amended 1981, 1986, 1989, 1993, 1995, 1999, 2001.*

**4 CSR 30-13.020 Immediate Personal
Supervision for Land Surveyors**

PURPOSE: The board shall define what shall be considered immediate personal supervision for land surveyors.

(1) Plats, maps, preliminary subdivision plans, drawings, reports, descriptions, surveys or other documents will be deemed to have been prepared under the immediate personal supervision of a land surveyor registered with the board only when—

(A) The client requesting preparation of plates, maps, preliminary subdivision plans, drawings, reports, descriptions, surveys or other documents makes the request directly to the land surveyor registered with the board or an employee of the land surveyor registered with the board, so long as the employee works in the registered individual's place of business and not at a separate location;

(B) The land surveyor registered with the board shall supervise each step of the preparation of the plats, maps, preliminary subdivision plans, drawings, reports, descriptions, surveys or other documents and has input into their preparation prior to their completion; and

(C) The land surveyor registered with the board reviews the final plats, maps, preliminary subdivision plans, drawings, reports, descriptions, surveys or other documents and makes necessary and appropriate changes to them.

(2) During a land survey the land surveyor registered with the board shall—

(A) Supervise and review prior to making the survey the acquisition of all necessary records and data including, but not limited to, deeds, maps, certificates of title, abstracts of title, section line and other boundary line locations in the vicinity;

(B) Supervise and review prior to making the survey the analysis of all the record data in order to determine the most nearly correct legal boundaries of the tract to be surveyed;

(C) Supervise and review the investigation of the selection of the ground control (such as section corners, block corners, survey corners or other corners or monuments found) as a result of the filed survey to be used to position the survey on the ground; and

(D) Supervise and review the execution of the survey, the survey computations and the preparation of the drawing.

(3) The plats, maps, preliminary subdivision plans, drawings, reports, descriptions, surveys or other documents shall be signed and sealed according to section 327.411, RSMo.

AUTHORITY: section 327.041, RSMo Supp. 1988. Original rule filed Dec. 16, 1988, effective Feb. 24, 1989.*

**Original authority: 327.041, RSMo 1969, amended 1981, 1986, 1989, 1993, 1995, 1999.*